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# ***Style Guide***

*For the preparation of DOE Technical Standards  
Including Standards, Handbooks, and Technical Standards Lists*

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**August 1, 2000**



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U.S. Department of Energy  
Office of Nuclear Safety Policy and Standards  
Washington, D.C. 20585

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## 1. FOREWORD

The need for a technical standard is established in accordance with the *Department of Energy Technical Standards Program Procedures* (DOE TSPPs). If a DOE Technical Standard is needed, the guidance contained in this Style Guide may be helpful for development or maintenance of DOE standards, handbooks, or technical standards lists. A separate style guide will be provided for DOE specifications due to additional paragraph needs. For Technical Qualification Standards, see DOE O 426.1-1, Chapter VIII.

## 2. REFERENCES

ASME Y14.5M	<i>Dimensioning and Tolerancing</i>
ASME Y14.38	<i>Abbreviations and Acronyms</i> (revision and redesignation of ANSI Y1.1-1989)
Cataloging Handbook H6	<i>Federal Item Name Directory for Supply Cataloging</i>
DOE O 241.1	<i>Scientific and Technical Information Management</i> (replaces DOE-G-1430.1D)
GPO Style Manual	<i>Government Printing Office Style Guide</i>
IEEE/ASTM SI-10	<i>Standard for Use of International System of Units (SI): The Modern Metric System</i> (replaces ASTM E380)
IEEE 260.1	<i>American National Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)</i> (revision and redesignation of IEEE 260)
NISO Z39.14	<i>Guidelines for Abstracts</i> (revision of ANSI Z39.14-1979)

## 3. DOCUMENT FORMAT

3.1 Layout. Use the following format layout to structure technical standards:

- Cover
- Title page
- Table of Contents
- Foreword
- Main body (including)
  - \* Scope
  - \* Purpose
  - \* Applicability

- \* References
- \* Definitions (optional)
- \* Text
- \* Tables
- \* Figures
- Appendixes
- Index
- Concluding Material
- Document Improvement Proposal form (DOE F 1300.3)

### 3.2 Document Identifier.

- 3.2.1 Full coordination documents. (Note: Refer to *DOE Technical Standards Program Procedures* [TSPPs] for a complete explanation of full coordination and limited coordination technical standards).

Identify fully coordinated DOE Technical Standards by the letters DOE-STD, DOE-HDBK, or DOE-TSL, respectively, followed by a hyphen and Arabic numbers. The document identifier is assigned to the document by the Headquarters Technical Standards Manager of the Preparing Activity.

Examples: DOE-STD-1116-2000 DOE-HDBK-2042-2000

- 3.2.2 Limited coordination documents. Identify limited coordination DOE Technical Standards in a similar manner as fully coordinated documents, except that a two-letter identifier is inserted to show the designation of the Headquarters organization that approved the document.

Examples: DOE-DP-STD-3533-2000 DOE-ER-HDBK-6212-2000

- 3.2.3 Separate volumes. DOE Technical Standards may be issued in volumes when the nature of the contents warrants such handling. Identify all volumes by the same document identifier followed by a backslash and sequential number.

Example: DOE-STD-1094/1-2000  
DOE-STD-1094/2-2000  
DOE-STD-1094/3-2000

Each part may be revised and issued independently of the other parts. Each volume should identify the number of parts comprising the standard and appropriate words placed in parenthesis following the document title.

Example: (Volume 1 of 3)

- 3.2.4 Identifier location and type. Except for the cover and title pages, center the document identifier 0.5 inch from the top of each page in bold, all capital letters. Use 11-point proportional type (e.g., Arial, Times New Roman, Helvetica, Letter Gothic, or Universal Scalable).

#### 4. PAGE FORMAT

- 4.1 Layout. Type the body of the document using 11-point proportional type (e.g., Arial, Times New Roman, Helvetica, Letter Gothic, or Universal Scalable) with a line spacing of 1.5, on one side of the paper only. Use 8.5 by 11-inch plain white bond paper (without a watermark). Set a 1 inch margin for the right, left, and bottom of the page, and a 0.5 inch margin for the top of the page if using Microsoft Word. Set a bottom margin of 0.5 inch if using WordPerfect. Place the document identifier as described in section 3.2.4. Center the page number 0.5 inch from the bottom of the page.
- 4.2 Page Numbering. Beginning with the first right-hand page after the cover page, identify all pages up to the main body consecutively in the bottom center of the page with lowercase Roman numerals, omitting numbers i and ii (for example, iii, iv, and v). Pages i and ii are the title page and its reverse side.

Beginning with the page upon which the main body starts, number all pages consecutively at the bottom center of the page in Arabic numbers. On the back of fold-out pages and other pages which must unavoidably be left blank, number the blank page and insert the words "INTENTIONALLY BLANK" on the middle of the page. Appendixes and indexes are also to be numbered for clarity of the document.

5. **COVER** (see Figure 1) [use the format provided on the Tool Kit disk]. Place the security classification (if applicable), title, document identifier, approval date, measurement system identification, the DOE logo, the distribution statement, and the FSC, FSG, or Functional AREA on the cover.

Identify drafts of all documents with the following note in the top left corner of the cover page:

<p>This draft, [date], prepared by the [title of Preparing Activity], has not been approved and is subject to modification. Project No. [number from the project registration form].</p>
--

Remove this note from the camera-ready master after approval and prior to reproduction.





- 5.5 FSC, FSG, Functional AREA designation. Identify the appropriate FSC, FSG, or Functional AREA designation (first four letters or numbers of the project number) in the lower right hand corner. Use the applicable FSG if more than one FSC is covered. Refer to DOE-TSL-2, Appendix A for the listing of Functional Area Codes.
- 5.6 Distribution statement. Cite the appropriate distribution statement in accordance with DOE O 241.1, *Scientific and Technical Information Management*. The Preparing Activity should evaluate each document against the criteria in DOE O 241.1 during draft development to determine whether the release of the technical information should be restricted. The distribution statement should appear centered on the line below the FSC, FSG, or Functional AREA designation. Place the distribution statement on all coordination drafts, as well as the camera-ready copy of the document. The statement for unclassified documents will be as follows:

"DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited."

- 5.7 Availability statement. Place the following statement on the back of the front cover and title page:

This document has been reproduced directly from the best available copy.

Available to DOE and DOE contractors from ES&H Technical Information Services,  
U.S. Department of Energy, (800) 473-4375, fax: (301) 903-9823.

Available to the public from the U.S. Department of Commerce, Technology  
Administration, National Technical Information Service, Springfield, VA 22161;  
(703) 605-6000.

6. **TITLE PAGE** (see Figure 2).  
Copy the cover for use as the title page.

7. **DELETED**

8. **TABLE OF CONTENTS**

Place the words "TABLE OF CONTENTS" in capital letters at the head of the contents page. Place the headings "PARAGRAPH" and "PAGE" above the area where numbers and headings for sections and paragraphs and their page numbers are listed. Do not list paragraphs below the first level.g., section 2.1) in the Table of Contents. The contents should also list figures, tables, appendixes, and the index, if these are included.

9. **FOREWORD** (see Figure 3). [use the format provided on the Tool Kit disk for the Style Guide].

Prepare a Foreword that includes an implementation paragraph and a beneficial comments paragraph. Additional numbered statements may be included to explain the reasons or purpose for the new document or give background information in the case of a revised document. The Foreword may also include a brief summary of development history and a statement of reason for a particular format or sequence in the presentation of specific requirements. Also, if desired by the Preparing Activity, the Foreword may include an acknowledgment of or a list of personnel involved in the preparation and review of the document. Place one of the following implementation paragraphs as the first paragraph of the Foreword:

This Department of Energy (standard) (handbook) (technical standards list) is approved for use by all DOE Components and their contractors.

**Use for fully coordinated documents.**

This Department of Energy (standard) (handbook) (technical standards list) is approved for use by (name of Headquarters organization who prepared the document) and is available for use by all DOE components and their contractors.

**Use for limited coordination documents.**

This Department of Energy (standard) (handbook) (technical standards list) is approved for use by (name of Headquarters organization who prepared the document) and is available within the distribution limitations noted on the cover page.

**Use for documents with restricted distribution.**

The second paragraph of the Foreword should be as follows:

Beneficial comments (recommendations, additions, deletions) and any pertinent data that may improve this document should be sent to: [name and address of Preparing Activity] by letter or by using the self-addressed Document Improvement Proposal (DOE F 1300.3) appearing at the end of this document.

## 10. MAIN BODY

- 10.1 Scope. The scope is a clear, concise statement of the extent or range of the document's technical content. Write the scope to function as an abstract (use NISO Z39.14 as a guide). The abstract will be used to locate the document through electronic keyword searches on the Internet. Figures are not to be included in the scope.

- 10.2 Purpose. The purpose states the intent of the document and the reason for its development.
- 10.3 Applicability. When appropriate, make a statement on the extent of selective application of the provisions of the document. Provide sufficient guidance regarding the phase or phases of program activity for which it is intended; the range of characteristics, processes, or disciplines to which it applies; and the interrelationship between the facets of the subject of the document and the intended use. If misinterpretation of the intent of application is possible, statements of nonapplication may be more appropriate. When more extensive application guidelines are needed than can be readily included in the main body of the document, an appendix should be included to describe the guidelines.

Example:

Application Guidance. In determining the applicability of the tasks herein and tailoring them to a program, the following principles should be followed:

- a. Every program is different.
- b. Every design involves competing desirable characteristics.
- c. Programs must achieve a balance between operational need, equipment performance, cost, and schedule.
- d. Maintainability tasks vary in their nature from one project phase to another.

Extensive application guidance and detailed rationale for selecting tasks to fit the needs of a particular program should be included in an appendix. When other application guidance is contained later in the text, include the following sentence:

For additional information on application, refer to [paragraph number] on application guidance.

- 10.4 References. List only those documents referenced within the main body of the technical standard. Documents used for information to help prepare the DOE Technical Standard should be listed in an appendix, not in the references section. Government specifications and standards, non-Government standards, international standardization documents, handbooks, drawings, and widely recognized technical publications may be referenced in DOE Technical Standards. Reference Government regulations or codes, such as Operational Safety and Health Administration (OSHA) regulations, Federal Hazardous Substances Labeling Act, Atomic Energy Act, and Department of Transportation regulations where applicable. Take care in referencing non-Government publications. Ensure the availability of copies and obtain prior approval of the copyright owner, if required. Confine references to current documents readily available at the time of issuance of the DOE

Technical Standard. Figures bound integrally with the referenced document should not be listed unless they are reduced-size copies of drawings provided for information only in the document, and use of the full-size drawings is normally required with the referenced document.

- 10.4.1 Government documents. List referenced Government standards, handbooks, TSLs, and specifications by document title and identifier excluding revision letters (unless otherwise specified) or suffix (preparing activity symbols). If a document has been modified by a Change Notice, include the version of the Change Notice with the reference (i.e., DOE-STD-1116-93, Change Notice 1). Use the titles shown on the documents rather than from an index. List Federal standards, handbooks, drawings, and publications, as applicable, numerically (except list Federal specifications alphanumerically) under these headings. Government document references should be further subdivided into individual groups, such as DOE documents and other Government documents. Include these listings under the following subparagraphs:

DOE Technical Standards, Handbooks, and Technical Standards Lists (TSLs). The following DOE Technical Standards, Handbooks, and TSLs form a part of this document to the extent specified herein.

Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein. Unless otherwise indicated, the issues of these documents are those cited in the contracting document.

- 10.4.2 Non-Government documents. List non-Government standards in appropriate order (numerically or alphanumerically) under the headings of the respective non-Government standards body. List the document(s) by title and identifier, if applicable. Use the titles shown on the document rather than from an index.

- 10.5 Definitions (optional). Define all key terms used in sufficient detail for adequate clarity, unless the terminology is generally accepted and not subject to interpretation. Definitions may be included by reference to documents listed in the reference section.

10.6 Text.

- 10.6.1 Paragraph numbers and titles. Number each paragraph consecutively within each section of the document, using a period to separate the number representing each

breakdown. For clarity of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable.

Example for Section 4:

Section title	4	Section No.
First paragraph	4.1	First level
First subparagraph	4.1.1	Second level
Second paragraph	4.2	First level
First subparagraph	4.2.1	Second level
Second subparagraph	4.2.2	Second level
First sub-subparagraph	4.2.2.1	Third level

Itemization within a paragraph or subparagraph should be identified by lowercase letters followed by a period to avoid confusion with paragraph numbers.

Example for Section 4:

First subparagraph	4.1.1	First sublevel
First itemization	a.	First-level itemization
Second itemization	b.	First-level itemization
First subitemization	1.	First-level subitemization
Second subitemization	2.	Second-level subitemization

- 10.6.2 Underlining. Portions of paragraphs should not be underlined and words or phrases should not be capitalized for the sake of emphasis.
- 10.6.3 Grammar and style. Except where DOE requirements differ, use the *GPO Style Manual* as a guide for capitalization, spelling, punctuation, compound words, tabular work, and other elements of grammar and style.
- 10.6.4 Abbreviations. Use abbreviations in accordance with the *GPO Style Manual* where applicable. Abbreviations not covered by the current issue of *GPO Style Manual* should be in accordance with ASME Y14.38. The first time an abbreviation is used place it in parentheses preceded by the full unabbreviated title.
- 10.6.5 Symbols. Use symbols in equations and tables as defined in IEEE 260.1. Metric symbols need not be spelled out. Symbols may be used for physical quantities (both metric and inch-pounds), often thought of as abbreviations, as defined in IEEE/ASTM SI-10.

- 10.6.6 Shall, should, and will statements. Clear distinction should be made between requirements portions and guidance portions of documents. "Shall" is used to denote actions that must be performed in order to meet the objectives stated in the document, and "should" is used to indicate recommended practices. "Will" may be used to express a declaration of purpose, indicating future intent.
- 10.6.7 Decimal usage. Use decimals in documents instead of fractions wherever possible.
- 10.6.8 Metric measures. Metric practices should conform to IEEE/ASTM SI-10. The use of both metric and inch-pound measurements on drawings or other pictorial illustrations in a standard should be avoided.
- 10.6.9 Footnotes and notes. Footnotes and notes may be used to convey additional information that is not properly a part of the text. Place the footnote to the text at the bottom of the page containing the reference to it. Consecutively number footnotes throughout the document with Arabic numerals. Use the Arabic numeral to identify the reference in the text.

Footnotes to tables may contain mandatory information that cannot be presented as data within a table. Number footnotes separately for each table as they appear in the table. Use footnote symbols such as "1", "2" and place them immediately following a word and preceding a numeral requiring the footnote. Numbered footnotes are listed in order immediately below the table. Where numerals will lead to ambiguity (for example in connection with a chemical formula), superior letters, daggers, and other symbols may be necessary.

Notes to figures are numbered separately from textual footnotes within the document. Drafting or dimensional notes are numbered consecutively and placed below the figure and above the title. Type the word "NOTES" in the left margin of the figure, with the explanatory information typed in Arabic number sequence under "NOTES."

Example:       NOTES:

1. Dimensions are in millimeters.
2. Inch-pound equivalents are given for information only.

- 10.6.10 Foldouts. Avoid the use of foldouts because they require special printing and handling procedures, and delay distribution. When foldouts are required, group them in one place, preferably at the end of the document (in the same location as figures) and include suitable reference to their location in the text.

10.7 Tables. Use a table when information can be presented more clearly than as text. Make references in the text to the table sufficiently detailed to make the purpose of the table clear. Place the tables immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. If tables are numerous or their locations would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, place them in numerical order at the end of the document and before any figures, appendix, or index. Information included in tables should not be repeated in the text.

10.7.1 Numbers and titles. Number all tables consecutively throughout the document with Roman numerals in the order of their reference in the text, even if only one table appears in the document. Documents with independent numbered sections, such as test method standards, may number tables consecutively within each section, incorporating the section number as part of the table number, for example, "TABLE 507-II." If a document contains such a large number of tables that the use of Roman numerals would be confusing, Arabic numerals may be used. Fully capitalize the word "TABLE" ; followed by the table number and a period; followed by the underlined title. Only capitalize the first letter of the title. Center table titles above the table and on the same line with the table number. If the title is too long to be typed on one line, align the second line with the first letter of the title. If a listing or tabulation appears within a paragraph as an integral part of the paragraph and obviously does not require a title, the listing or tabulation need not be titled or numbered.

10.7.2 Layout. Box in and rule tables horizontally and vertically as necessary to ensure clarity of the table contents. If a table is of such width that it would be impractical to place it in its normal vertical position, rotate it counterclockwise 90 degrees. If a table is rotated, ensure that the document header and footer remain at the top and bottom of the page—in portrait format. Large tables may be divided and, if possible, printed on facing pages.

If a table is continued to additional page(s), do not draw a horizontal line at the end of the page, unless the table is a group or method type that requires a line of separation between the groups. When lengthy group testing is being documented, complete the entire group on one page. When the table is continued to the next page, repeat the title and add an em dash followed by the word "Continued" at the end of the title, for example, "TABLE II. Vector Analysis—Continued." Repeat the entire heading at the top of the page on which the continuation is presented. Close the table with a horizontal line when all information has been entered.

10.8 Figures. Place figures immediately following or within the paragraph containing the first reference to the figure. If figures are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, place them in numerical order at the end of the document following any tables and before any appendix or index. If the figure is of such width that it would be impracticable to place it in its normal vertical position, rotate it counterclockwise 90 degrees. Use ASME Y14.5M for dimensioning practices on outline drawings. If figures are not in the same software as the rest of the document, ensure that a clear original is provided with the camera-ready copy to be used for printing.

10.8.1 Numbers and titles. Number figures consecutively throughout the document with Arabic numerals in the order of their reference in the text, even if only one figure is referenced in the document. Capitalize the word "FIGURE"; followed by the Arabic numeral and a period; followed by the title. Capitalize only the first letter of the title. Center figure titles below the graphic and, if possible, on the same line with the figure number. If the title of the figure is too long to be typed on one line, align the second line with the first letter of the title.

Large figures may be divided and, if possible, printed on facing pages. When a figure is continued on the next page, repeat the number and title below the figure with an em dash followed by the word "Continued" at the end of the title.

## 11. **APPENDIXES** and Attachments

Appendixes may be added to a DOE Technical Standard for the purpose of including any detailed information that is a necessary part of the document but is too lengthy for inclusion in the main text. For Attachments, provide a cover page labeled as an Attachment (vs. Appendix) with a short summary of the attached document, and state the total pages in the document. Both may be used.

11.1 Numbers and titles. Mark the upper center of each page with the document identifier. On the next line, center the word APPENDIX (followed by an alphabetical identifier, such as A, B, C, etc.). Include the appendix letter in each page number of the appendix. For example, A-1.

11.2 Scope. Indicate the coverage and limitations of the appendix to ensure its proper application and use.

11.3 References. List any references that may be required for the appendix that relate only to the appendix.



**12. INDEX**

An alphabetical index may be placed at the end of the document and before the concluding material to permit ready reference to its contents. Use an index only for lengthy documents. If used, the index follows the basic document and any appendix. The pages are numbered continuously following the last page of the basic document or appendix, as applicable. Add the word "INDEX" in the upper center of each page.

**13. CONCLUDING MATERIAL** (see Figure 4) [use the format provided on the Tool Kit disk]. Provide the following information at the end of the document after any tables, figures, appendixes, or indexes and before the form, DOE F 1300.3.

Review Activities— list the acronym of all organizations that were sent copies of the document for coordination.

Preparing Activity—show the DOE office symbol of the organization responsible for preparation of the document, e.g., EH-31.

Agent—if a subcontractor acted as agent for document preparation, that organization may be listed if desired, e.g., ORNL.

Project Number—show the number assigned to the Project Registration and Approval Request, form DOE F 1300.5.

**14. DOCUMENT IMPROVEMENT PROPOSAL FORM** (form DOE F 1300.3)

Include this form as the last sheet of the document. This form is not required on classified documents; however, if used, security regulations apply.

**15. UPDATES TO DOE TECHNICAL STANDARDS****15.1 Change Notices.** Change notices (see Figure 5) are issued when changes meet the established criteria in DOE-TSPP-9, *Maintenance of DOE Technical Standards*. Change notices and the appended pages are noncumulative. Amendments are not issued for DOE Technical Standards.

Change notices are used to transmit new pages and page revisions of the document. These changes are accomplished by issuing completely revised replacement pages on which the changes are shown. Prepare revised pages in the same manner as pages of a new document. If an additional page is to be inserted, identify it by the previous page number followed by the letter "a", etc. Example: Page 4a follows page 4 as an inserted page. On each additional new page, place the words "NEW PAGE" in the lower left-hand corner, 1-inch left margin and 1-inch bottom margin. Place a notice providing direction to

the user about superseding page number and designation of revision or notice of page being replaced on the bottom of each revised page. Replace complete pages (both sides) so that the old page can be removed and the new page inserted. Note any unchanged page that is being replaced because it is on the opposite side of a page being changed as having been "REPRINTED WITHOUT CHANGE".

- 15.2 Reaffirmed standard. When a standard is reaffirmed, revise the cover page to identify the date of reaffirmation and insert a notice of reaffirmation before the Foreword.
- 15.3 Inactive for new design standard. When a standard is placed in the inactive for new design category, insert an "Inactive for New Design Notice" before the Foreword of the current document. Create a new cover page to be attached to the current document.
- 15.4 Canceled standard. When a standard is canceled, revise the inside cover page to show the cancellation. Place the word "Canceled" and the date below the document number on the cover page and a note below the title of the standard to show that either a replacement document exists or there is no replacement document.
- 15.5 Reinstated standard. When a standard is reinstated for usage, the document number will remain the same; however, if the reinstatement is for use by a single activity, indicate the activity symbol after the document number. Insert the reinstatement notice before the Foreword. Revise the cover to show the reinstatement information in the upper-right corner.

## 16. REVISED DOCUMENTS

When DOE Technical Standards are revised, replace the original approval date with the date of the revision (month-year). Also change the document identifier:

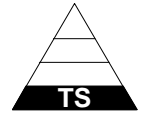
Example:	<u>Original Document</u>	<u>Revised Document</u>
	DOE-STD-XXXX-2000	DOE-STD-XXXX-2000
	January 2000	April 2000

When documents are revised in the same year as the original approval date, place a capital letter immediately following the two-digit year after the standard number on the cover page. No statement is required in the heading on the "Contents" page. Mark the first revision in the same year as the original approval date with the letter "A" and succeeding revisions in that year by other letters in alphabetical sequence.

Example:	DOE-STD-XXXX-2000A
	December 2000

**INTENTIONALLY BLANK**

This draft, November 1994, prepared by the Office of Occupational Safety, has not been approved and is subject to modification. Project No. GDRQ-0006



NOT MEASUREMENT  
SENSITIVE

DOE-STD-XXXX-YR  
PROPOSED

# DOE STANDARD

## FIRE PROTECTION FOR RELOCATABLE STRUCTURES



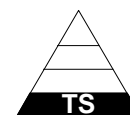
**U.S. Department of Energy**  
**Washington, D.C. 20585**

**AREA GDRQ**

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

---

Figure 1. Example of cover page for a draft DOE standard



NOT MEASUREMENT  
SENSITIVE

DOE-STD-1088-2000

June 2000

# DOE STANDARD

## FIRE PROTECTION FOR RELOCATABLE STRUCTURES



**U.S. Department of Energy**  
**Washington, D.C. 20585**

**AREA GDRQ**

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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Figure 2. Example of cover page for an approved DOE standard

## DOE-STD-10XX-2000

## FOREWORD

1. This Department of Energy standard is approved for use by all DOE Components and their contractors.
2. Beneficial comments (recommendations, additions, deletions) and any pertinent data that may improve this document should be sent to the Office of Nuclear Safety Policy and Standards (EH-31), U.S. Department of Energy, Washington, DC 20585, by letter or by using the self-addressed Document Improvement Proposal form (DOE F 1300.3) appearing at the end of this document.
3. DOE Technical Standards, such as this standard, do not establish requirements. However, all or part of the provisions in a DOE standard can become requirements under the following circumstances:
  - (a) they are explicitly stated to be requirements in a DOE requirements document; or
  - (b) the organization makes a commitment to meet a standard in a contract or in an implementation plan or program plan required by a DOE requirements document.

Throughout this standard, the word "shall" is used to denote actions which must be performed if the objectives of this standard are to be met. If the provisions in this standard are made requirements through one of the two ways discussed above, then the "shall" statements would become requirements. It is not appropriate to consider that "should" statements would automatically be converted to "shall" statements as this action would violate the consensus process used to approve this standard.

---

Figure 3. Example of a foreword page for a DOE standard.

## DOE-STD-1088-2000

## CONCLUDING MATERIAL

**Review Activity:**DOE

DP

EH

EM

NE

NN

ER

Field Offices

AL

CH

ID

NV

OR

RL

SF

SR

Fernald

**Preparing Activity:**

DOE-EH-51

**Project Number:**

GDRQ-0006

National Laboratories

BNL

LLNL

LANL

PNL

Sandia

Area Offices

Amarillo Area Office

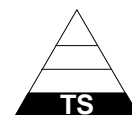
Kirtland Area Office

Princeton Area Office

Rocky Flats Area Office

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Figure 4. Example of Concluding Material page for a DOE standard.



NOT MEASUREMENT  
SENSITIVE

DOE-STD-1065-94

June 1994

CHANGE NOTICE NO. 1  
September 1995

## DOE STANDARD

# GUIDELINE TO GOOD PRACTICES FOR POST MAINTENANCE TESTING AT DOE NUCLEAR FACILITIES



**U.S. Department of Energy  
Washington, D.C. 20585**

**AREA MNTY**

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure 5. (Page 1) Example of a Change Notice cover page for a DOE standard.



**EXAMPLES:****DOE-STD-XXXX-YR (CH-1)**

This Change Notice has been approved by (Preparing Activity) to update references in this document to reflect recently approved DOE Orders and Implementation Guides. It includes 3 pages, an instruction page, a new cover page for the document, and a new "Foreword" page for the original document.

Action: Recipients of this Change Notice should take the following actions:

1. Insert the enclosed revised cover page which reflects Change Notice #1, inside the front cover of the original document.
2. Insert the enclosed document page which is the revised "Foreword" statement, prior to the original "Foreword" page and cross out the original "Foreword" paragraphs.
3. Insert this Change Notice page immediately following the revised front cover that was inserted in step 1 above.

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Figure 5. (Page 2) Example of a Change Notice for a DOE standard that will not be reprinted

Change Notice No. 1

DOE-STD-XXXX-YR  
Month Year*Guide to Good Practices for Notifications and Investigation of Abnormal Events*

Page / Section	Change
p. vii / Condition definition	The last sentence was added.
p. 5 / Section 3.1	The last paragraph was added.
p. 11 / Section 4.2.2	The last paragraph was added.
p. 12 / Section 4.2.3	Three paragraphs were deleted, and the lettered list was added.
p. 15 / Section 4.2.7	This section was added.
Concluding Material	The Preparing Activity was changed from DOE-NE-73 to DOE-EH-31.

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Figure 5. (Page 3) Example of a Change Notice for a DOE standard that will be reprinted

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